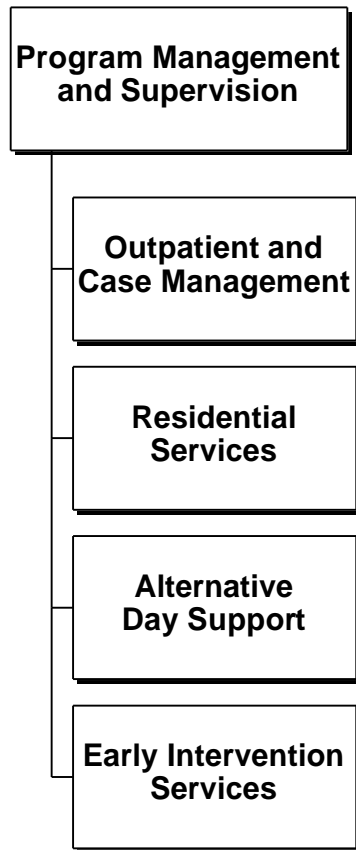


# MENTAL RETARDATION SERVICES



# FUND 106-40

## CSB MENTAL RETARDATION SERVICES

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### ***Agency Position Summary***

151	Regular Positions (1)	/	150.5	Regular Staff Years (1.5)
<u>5</u>	Grant Positions	/	<u>5.0</u>	Grant Staff Years
156	Total Positions (1)	/	155.5	Total Staff Years (1.5)

### ***Position Detail Information***

#### **PROGRAM MANAGEMENT/SUPERVISION**

1	Director of MR Programs
2	MR Specialists V
1	MR Specialist IV
1	MR Specialist III
1	MR Specialist II
1	MH Therapist IV
1	Human Services Coordinator III
1	Volunteer Services Coordinator II (0/0.5)
1	Secretary II
2	Secretaries I
1	Data Entry Operator II
<u>1</u>	Clerk II
14	Positions
14.0	Staff Years (0.5)

#### **OUTPATIENT AND CASE MANAGEMENT SERVICES**

1	MR Specialist V
5	MR Specialists III
22	MR Specialists II
11	MR Specialists I (1)
<u>1</u>	Management Analyst I
40	Positions (1)
40.0	Staff Years (1.0)

#### **RESIDENTIAL SERVICES**

##### **Group Homes**

1	MR Specialist IV
3	MR Specialists III
11	MR Specialists II
<u>51</u>	MR Specialists I
66	Positions
66.0	Staff Years

##### **Supervised Apartments**

1	MR Specialist II
<u>3</u>	MR Specialists I
4	Positions
4.0	Staff Years

##### **Sponsored Placements**

<u>1</u>	MR Specialist II, PT
1	Position
0.5	Staff Year

#### **ALTERNATIVE DAY SUPPORT**

1	Manpower Specialist IV
<u>5</u>	Manpower Specialists II
6	Positions
6.0	Staff Years

#### **EARLY INTERVENTION SERVICES**

##### **Early Intervention - Part C (Grant Positions)**

<u>4</u>	MR Specialists II
4	Positions
4.0	Staff Years

##### **Daytime Development Center**

1	Child Care Specialist III
2	Child Care Specialists I
2	Physical Therapists II
2	Occupational Therapists II
4	Speech Pathologists II
1	Medical Social Worker
<u>1</u>	Secretary I
13	Positions
13.0	Staff Years

##### **Early Intervention Office**

1	MR Specialist V
2	MR Specialists III
2	MR Specialists II
1	MR Specialist I
<u>1</u>	Management Analyst I
7	Positions
7.0	Staff Years

##### **(Grant Position)**

<u>1</u>	MR Specialist II
1	Position
1.0	Staff Year

PT Denotes Part-Time Positions  
( ) Denotes New Positions

# FUND 106-40

## CSB MENTAL RETARDATION SERVICES

### Agency Mission

To provide necessary management, clinical, and technical support in order to directly operate and monitor mental retardation services of the Fairfax-Falls Church Community Services Board.

Agency Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	146/ 140.3	150/ 149	150/ 149	151/ 150.5	151/ 150.5
Grant	5/ 5	5/ 5	5/ 5	5/ 5	5/ 5
Expenditures:					
Personnel Services	\$7,986,228	\$8,805,464	\$9,060,536	\$9,342,530	\$9,436,346
Operating Expenses	2,111,711	2,001,929	2,258,965	2,173,930	2,173,930
Capital Equipment	2,630	0	0	0	0
<b>Total Expenditures</b>	<b>\$10,100,569</b>	<b>\$10,807,393</b>	<b>\$11,319,501</b>	<b>\$11,516,460</b>	<b>\$11,610,276</b>
Revenue:					
Fairfax County	\$5,468,780	\$6,598,350	\$7,390,832	\$7,331,279	\$7,425,095
Fairfax City	133,161	138,185	138,185	146,960	146,960
Falls Church City	66,890	74,736	74,736	73,820	73,820
State MHMRSAS	785,937	150,866	255,510	138,367	138,367
State Other	20,300	0	0	0	0
Federal Block Grant	16,362	65,000	65,000	45,000	45,000
Federal Other	614,926	625,268	838,371	626,046	626,046
Medicaid Waiver	1,342,138	1,489,153	1,309,153	1,489,153	1,489,153
Medicaid Option	955,275	1,013,159	883,459	1,013,159	1,013,159
Program/Client Fees	480,122	652,676	364,255	652,676	652,676
Miscellaneous Revenue	25	0	0	0	0
Fund Balance	216,653	0	0	0	0
<b>Total Revenue</b>	<b>\$10,100,569</b>	<b>\$10,807,393</b>	<b>\$11,319,501</b>	<b>\$11,516,460</b>	<b>\$11,610,276</b>

Summary by Cost Center					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Program Management and Supervision	\$982,949	\$934,117	\$1,011,962	\$1,040,500	\$1,050,281
Outpatient and Case Management	1,851,044	2,226,153	2,097,655	2,303,078	2,325,315
Early Intervention-Part C	1,812,374	1,937,901	2,291,778	2,058,542	2,073,268
Residential	5,131,174	5,371,302	5,609,088	5,769,807	5,813,577
Alternative Day Support	323,028	337,920	309,018	344,533	347,835
<b>Total Expenditures</b>	<b>\$10,100,569</b>	<b>\$10,807,393</b>	<b>\$11,319,501</b>	<b>\$11,516,460</b>	<b>\$11,610,276</b>

# **FUND 106-40**

## **CSB MENTAL RETARDATION SERVICES**

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### ***Board of Supervisors' Adjustments***

***The following funding adjustments reflect all changes to the FY 2002 Advertised Budget Plan, as approved by the Board of Supervisors on April 30, 2001:***

- The 1.0 percent cost-of-living adjustment approved by the Board of Supervisors, and previously held in reserve, has been spread to County agencies and funds. This action results in an increase of \$93,816 in Mental Retardation Services.

***The following funding adjustments reflect all approved changes to the FY 2001 Revised Budget Plan from January 1, 2001 through April 23, 2001. Included are all adjustments made as part of the FY 2001 Third Quarter Review:***

- An increase of \$142,526 in Personnel Services is due primarily to projected staff overtime requirements.
- Various internal funding adjustments and alignments were made between CSB agencies to reflect updated expenditure needs and revenue projections for the remainder of FY 2001. These adjustments result in a net increase of \$202,403 in Mental Retardation Services. Adjustments include increases of \$47,000 for the Daytime Development Center, \$78,903 for the Part C Early Intervention grant, and \$76,500 for other operating and relocation expenses.

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### ***County Executive Proposed FY 2002 Advertised Budget Plan***

#### **Purpose**

Mental Retardation Services provides direct services to individuals with mental retardation and/or autism as well as oversight of services provided by private vendors under contract through the Mental Retardation Contracts budget. Direct service delivery includes case management, early intervention services, residential services, and job placement services. In addition, this agency provides management support to all Mental Retardation programs (both directly operated and contractual), technical support to contractual programs, and training for both Mental Retardation staff and staff of contracted private vendors.

Services provided in the following Mental Retardation Services Cost Centers include:

- *Program Management and Supervision* - the training, support services, and contract management.
- *Outpatient and Case Management Services* - a clinical unit providing case management services as well as emergency services to consumers in immediate need of assistance.
- *Residential Services* - providing a variety of residential services including group home services, supervised apartments, sponsored placements, and family support.
- *Day Support* - a program dedicated to finding job placements for consumers and to provide other meaningful day services.
- *Early Intervention Services* - providing services to infants and toddlers with disabilities and their families.

# **FUND 106-40**

## **CSB MENTAL RETARDATION SERVICES**

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### **Key Accomplishments**

- ◆ The June 2000 special education graduates are employed or in training services. The waiting list for day programs has been eliminated.
- ◆ Acquired new State funds resulting in increased residential and day support services to 48 individuals living in an unstable or tenuous situation.
- ◆ The Respite Task Force made recommendations for program improvement. Allocated funds to hire a Respite Coordinator to help recruit providers for families who need respite services.
- ◆ Case Management established a support group for families to help them adjust to their sons and daughters moving into a residential program.
- ◆ Distributed a brochure to provide information to families on the waiting list for services. Held meetings with families providing them the opportunity to learn about the service system.
- ◆ Completed a comprehensive and standardized survey of residential needs for the State to identify individuals with an immediate need for services.
- ◆ Continued focus on Early Intervention Services supports that enhance our ability to serve families and children in their community and in the context of their unique learning needs. The Early Intervention Office has worked with families to transfer services to a new provider, Chesapeake Center Inc.
- ◆ Selected as one of two sites for Virginia's Pilot on Family Centered Practices. The pilot involves data collection, training, and technical assistance.
- ◆ Acquired additional State funds providing necessary financial assistance through the Family Support Program. There continues to be an active committee made up of family members that recommends policy changes and decides on unusual requests for reimbursement from the program. The program is easy to use, sensitive to cultural preferences and responsive to the needs of care-giving families.
- ◆ Early Intervention Services completed an internal study of quality and compliance with Federal regulations.

### **FY 2002 Initiatives**

- ◆ The addition of 1/1.0 SYE Mental Retardation Specialist I will provide for the coordination of services for all 88 new special education graduates of the Fairfax County Schools. This individual will also provide needed counseling and other individualized personal guidance and assistance. In FY 2002, additional emphasis will be placed on the case management component of services for this population. Without the continuity provided by effective case management services, students may experience regression that could later require more intensive services.
- ◆ The expansion of one existing part-time position (0/0.5 SYE) to full-time status will support the existing need to provide the required screening and training of volunteers who work with Mental Retardation Services clients, offering both mentoring and companionship. To date, 63 clients have been matched through the *Be a Friend* and *Best Buddies* programs. Both of these programs continue to grow and the number of clients seeking to participate is increasing as well as the number of volunteers willing to work with Mental Retardation Services clients. In 1993, there were 51 Mental Retardation Services clients waiting for a mentor, and at the beginning of FY 2002 more than 200 clients were on the waiting list to be matched with a volunteer mentor. Expanding this position and providing the necessary screening and training will help expedite the matching process between volunteer and client.

# FUND 106-40

## CSB MENTAL RETARDATION SERVICES

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- ◆ Implement a self-determination project to support the empowerment of consumers, providing them with choices and a more individualized approach to services.
- ◆ Increase the capacity of Mental Retardation Services staff through training, to support the increasing number of CSB consumers who have developed more intense needs, and are medically fragile.
- ◆ Serve as pilot site for Virginia's Family Centered Services Study.

### Performance Measurement Results

Consumer satisfaction with services is an important indicator to measure the quality of the various services provided by Mental Retardation Services. The FY 2000 results for consumer satisfaction among the various services averaged 91 percent, which is higher than the national average of 80 percent.

The percentage of objectives met and the percentage of individuals integrated into the community is one way to track whether programs are achieving or moving in the right direction towards achieving outcomes. The percentage of objectives met for the various services in FY 2000 was 75 percent. One major reason some of the programs did not meet their goal is because of high staff turnover in FY 2000.

### Funding Adjustments

*The following funding adjustments from the FY2001 Revised Budget Plan are necessary to support the FY 2002 program:*

- ◆ An increase of \$380,103 in Personnel Services associated with salary adjustments necessary to support the County's compensation program. This will allow for the expansion of one existing part-time (0/0.5 SYE) Volunteer Services Coordinator II position to interview, screen, train, match and then support the volunteers who work with Mental Retardation Services consumers and their families.
- ◆ An increase of \$44,417 in Personnel Services to allow for the establishment of 1/1.0 SYE Mental Retardation Specialist I to coordinate services for the 88 new special education graduates of the Fairfax County Public Schools. It should be noted that total funding for the new special education graduates is \$1,938,921. Of this total, \$1,502,348 is in Mental Retardation Contract Services to purchase vocational services and for the rent and start-up costs associated with the lease of an additional facility to accommodate the new class of graduates and reduce overcrowding at existing facilities. The remaining \$392,156 is in Transportation Services to purchase FASTRAN services for those graduates requiring transportation.
- ◆ An increase of \$117,368 in Operating Expenses is primarily due to a projected increase of \$76,500 in lease obligations for properties currently leased by CSB, and an increase of \$17,868 in Department of Vehicle Services charges based on anticipated charges for fuel, the County motor pool, vehicle replacement, and maintenance costs. Various internal funding adjustments and alignments between CSB agencies have been included to reflect updated expenditure needs. These adjustments result in an increase of \$23,000 in Mental Retardation Services.

*Revenue adjustments required to support the FY 2002 program include:*

- ◆ An increase of \$732,929, or 11.1 percent, in Fairfax County funding is due primarily to the FY 2002 program requirements listed above. Total FY 2002 Fairfax County funding will be \$7,331,279.
- ◆ An increase of \$7,859, or 3.7 percent, in funding from the Cities of Fairfax and Falls Church. Total funding from the Cities of Fairfax and Falls Church will be \$220,780.
- ◆ A decrease of \$42,353, or 23.4 percent, in State DMHMRSAS funding is based upon the most up-to-date information available from the State concerning funding levels for FY 2002. Total State funding to CSB Mental Retardation Services will be \$138,367.

# FUND 106-40

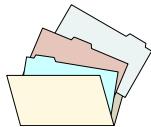
## CSB MENTAL RETARDATION SERVICES

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- ◆ A decrease of \$156,547 in Federal funding due to a \$20,000 reduction in Child Care and Development Block Grant funding and \$136,547 in Other Federal revenue estimates based upon the most up-to-date information available concerning FY 2002 funding levels. Total FY 2002 Federal funding will be \$671,046.

*The following funding adjustments reflect all approved changes in the FY 2001 Revised Budget Plan since passage of the FY 2001 Adopted Budget Plan. Included are all adjustments made as part of the FY 2000 Carryover Review and all other approved changes through December 31, 2000:*

- ◆ As part of the FY 2000 Carryover Review, an amount of \$167,179 was included to reflect the carryover of unexpended funds, to continue the workload associated with existing grant awards, and to adjust for DMHMRSAS State allocations. Acceptance of these funds required no local funding match.



## Program Management and Supervision

### Goal

To provide services to individuals with mental retardation in order to promote personal health, safety, and welfare, and to ensure sound fiscal management and distribution of resources.

Cost Center Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	14/ 13.5	14/ 13.5	14/ 13.5	14/ 14	14/ 14
<b>Total Expenditures</b>	<b>\$982,949</b>	<b>\$934,117</b>	<b>\$1,011,962</b>	<b>\$1,040,500</b>	<b>\$1,050,281</b>

### Objectives

- ◆ To provide direction and management support to Mental Retardation programs so that 80 percent of program performance indicators (service quality and outcome) are achieved.

### Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1998 Actual	FY 1999 Actual	FY 2000 Estimate/Actual	FY 2001	FY 2002
<b>Outcome:</b>					
Percent of mental retardation program performance indicators (service quality and outcome) achieved	76%	50%	80% / 75%	80%	80%

# FUND 106-40

## CSB MENTAL RETARDATION SERVICES



### Outpatient and Case Management

#### Goal

To provide service coordination and behavior management consultations to individuals with mental retardation in order to maximize independence in the community.

Cost Center Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	38/ 38	39/ 39	39/ 39	40/ 40	40/ 40
<b>Total Expenditures</b>	<b>\$1,851,044</b>	<b>\$2,226,153</b>	<b>\$2,097,655</b>	<b>\$2,303,078</b>	<b>\$2,325,315</b>

#### Objectives

- ♦ To support individuals' self-sufficiency in the community by ensuring that 92 percent of individual service plan objectives are met.

#### Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1998 Actual	FY 1999 Actual	FY 2000 Estimate/Actual	FY 2001	FY 2002
<b>COST CENTER: OUTPATIENT AND CASE MANAGEMENT</b>					
<b>Output:</b>					
Individuals served	815	1,129	1,129 / 1,080	940	1,038
<b>ACTIVITY: CASE MANAGEMENT</b>					
<b>Output:</b>					
Individuals served	759	1,097	1,111 / 933	940	1,038
<b>Efficiency:<sup>1</sup></b>					
Annual cost per individual served	\$1,859	\$1,397	\$1,666 / \$760	\$880	\$1,248
<b>Service Quality:</b>					
Percent of individuals satisfied with case management services	92%	93%	92% / 96%	90%	90%
<b>Outcome:</b>					
Percent of individual case management service plan objectives which are met	86%	92%	86% / 94%	92%	92%

<sup>1</sup> Beginning with the FY 2000 Actual, the efficiency indicator reflects the net cost to the County.



# FUND 106-40

## CSB MENTAL RETARDATION SERVICES



### Early Intervention Services

#### Goal

To provide early intervention services to infants and toddlers with disabilities and their families to reduce or eliminate the effects of disabling conditions.

Cost Center Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	17/ 17	20/ 20	20/ 20	20/ 20	20/ 20
Grant	5/ 5	5/ 5	5/ 5	5/ 5	5/ 5
<b>Total Expenditures</b>	<b>\$1,812,374</b>	<b>\$1,937,901</b>	<b>\$2,291,778</b>	<b>\$2,058,542</b>	<b>\$2,073,268</b>

#### Objectives

- ♦ To ensure that transition objectives, related to the child's movement from this early intervention program to the school program, are successfully met 95 percent of the time.

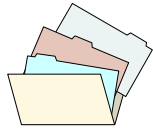
#### Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1998 Actual	FY 1999 Actual	FY 2000 Estimate/Actual	FY 2001	FY 2002
<b>Output:</b>					
Individuals served	817	879	850 / 933	950	1,000
<b>Efficiency:<sup>1</sup></b>					
Annual cost per individual (includes service coordination for all early intervention clients)	\$1,684	\$1,905	\$2,217 / \$1,089	\$1,093	\$1,169
<b>Service Quality:</b>					
Percent of families satisfied with early intervention services	95%	90%	90% / 93%	90%	90%
<b>Outcome:</b>					
Percent of transition objectives successfully implemented for children	100%	100%	100% / 97%	95%	95%

<sup>1</sup> Beginning with the FY 2000 Actual, the efficiency indicator reflects the net cost to the County.

# FUND 106-40

## CSB MENTAL RETARDATION SERVICES



### Residential Services

#### Goal

To provide residential services to individuals with mental retardation in order to maximize independence in the community.

Cost Center Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	71/ 65.8	71/ 70.5	71/ 70.5	71/ 70.5	71/ 70.5
<b>Total Expenditures</b>	<b>\$5,131,174</b>	<b>\$5,371,302</b>	<b>\$5,609,088</b>	<b>\$5,769,807</b>	<b>\$5,813,577</b>

#### Objectives

- ♦ To achieve 50 percent of individual residential service plan objectives related to community living skills.

#### Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1998 Actual	FY 1999 Actual	FY 2000 Estimate/Actual	FY 2001	FY 2002
<b>COST CENTER: RESIDENTIAL</b>					
<b>Output:</b>					
Individuals served (not including Family Support Services)	104	101	104 / 99	95	91
<b>ACTIVITY: GROUP HOMES</b>					
<b>Output:</b>					
Individuals served	61	60	59 / 55	65	61
<b>Efficiency:<sup>1</sup></b>					
Cost per individual in Group Homes	\$56,768	\$60,741	\$61,597 / \$43,371	\$44,411	\$66,494
<b>Service Quality:</b>					
Percent of individuals who are satisfied with support services	83%	81%	83% / 83%	80%	80%
<b>Outcome:</b>					
Percent of individual residential service plan objectives (related to community living skills) achieved	49%	50%	50% / 53%	50%	50%

<sup>1</sup> Beginning with the FY 2000 Actual, the efficiency indicator reflects the net cost to the County.

# FUND 106-40

## CSB MENTAL RETARDATION SERVICES

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### Alternative Day Support

#### Goal

To provide employment services to individuals with mental retardation in order to maximize self-sufficiency.

Cost Center Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	6/ 6	6/ 6	6/ 6	6/ 6	6/ 6
<b>Total Expenditures</b>	<b>\$323,028</b>	<b>\$337,920</b>	<b>\$309,018</b>	<b>\$344,533</b>	<b>\$347,835</b>

#### Objectives

- ♦ To secure 37 job placements for individuals with mental retardation.

#### Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1998 Actual	FY 1999 Actual	FY 2000 Estimate/Actual	FY 2001	FY 2002
<b>Output:</b>					
Individuals served	131	155	120 / 124	149	149
<b>Efficiency:<sup>1</sup></b>					
Cost per person served	\$2,315	\$1,826	\$3,055 / \$2,605	\$2,268	\$2,334
<b>Service Quality:</b>					
Percent of individuals satisfied with placement	94%	93%	90% / 92%	90%	90%
<b>Outcome:</b>					
Placements secured	41	37	40 / 36	37	37

<sup>1</sup> Beginning with the FY 2000 Actual, the efficiency indicator reflects the net cost to the County.